

Minutes

NCURA Region VI Business Meeting

November 1, 2005

Washington DC

Call to Order

Meeting was called to order by Gary Chaffins. He introduced the Region VI officers, the Regional Advisory Committee (RAC) members, and the following national officers and volunteers:

Chris Hansen (Secretary)

David Mayo (Board of Directors)

Peggy Lowry (Chair, Nominating and Leadership Development Committee)

Pam Webb (Nominating and Leadership Development Committee)

Scott Gudger (Chair, Neighborhood Program Committee and Chair, Departmental Administration Neighborhood Committee)

Approval of Minutes

Chris Hansen from UC Irvine moved to approve the minutes from the Spring, 2005 meeting. Joyce Freedman from University of California at San Francisco seconded the motion.

Approval of Treasurer's Report

Sue Camber, Region VI Secretary/Treasurer of the University of Washington gave the FY05 Treasurer's report through 9/30/05. The report was made available to the membership in attendance. Income for 2005 through 9/30/05 was \$2,225.95. The income was from investments and the FY 04 Regional Services Allocation.

Total 2005 expenses through 9/30/05 were \$9,189.28 consisting of a payment for the hospitality suite for the November 2004 meeting, a regional travel award for the Spring 2005 meeting, and a deposit for the Spring 2006 regional meeting in Hawaii.

As a result, net income for 2005 through 9/30/05 is \$<6,963.33> and the cash balance from FY03 brings the Cash Balance to \$22,362.67. In addition, the mutual fund balance was \$15,996.81 bringing the total assets to \$38,359.48.

Pending changes to these assets include one correction of \$1,069.24 to refund duplicate credit card charges for conference registration and a transfer of \$4,536.96 to Region VII for the 2004 Spring Meeting. In addition, proceeds from the Region VI/VII 2005 Spring Meeting are not included in these figures and should result in approximately \$10,000 in income to Region VI.

Dick Seligman from California Institute of Technology moved to approve the Treasurer's Report. Chris Hansen from UC Irvine seconded the motion.

National Meeting Report

As of meeting time, there are 231 registrants at the national meeting from Region VI. Of the 231, 85 are new members.

National Committee Reports

David Mayo/Board of Directors

Discussed a group that has been established to work with ERMA, a professional association of research administrators in Europe, to trade educational materials in order to assist each side of the Atlantic in understanding how the other does business.

David also described the Board of Directors, the positions and length of positions.

Pam Webb/Nominating and Leadership Development Committee

Explained that the Nominating and Leadership Development committee's role is to screen and develop a qualified slate of candidates for national offices. The committee is currently considering developing a mentoring program.

Regional Committee Reports

Regional Election Status (Sue Camber) i½ vote for regional officers and regional advisory committee on-line at the NCURA national site by November 7, 2005 . The Chair will announce winners of the election soon thereafter.

Regional Meeting Status (Ann Pollack) - Radisson Kuauai is now the Kuauai Beach Resort. Meeting starts Sunday, April 23 rd . Sunday morning and afternoon workshops will be offered. Sessions will be offered Monday, Tuesday, and Wednesday morning. Information will be posted on the web very soon. An outline of program has been developed. The hotel rate is \$149+ per night plus taxes. Room rates will be honored 4 days before and 4 days after the event. Ideas for workshops or sessions can be directed to the program committee or any regional officer.

Travel Awards

Region VI will offer two \$600 travel awards for Kuauai meeting. Nominations will be solicited. Notification about the process will be sent through the regional listserve. Members of the RAC will review and determine recipients of travel awards.

New Business

Administrative Restructuring

With a focus on recruiting and retaining NCURA members, a proposal was developed as a result of information and insights gained at the summer 2005 NCURA leadership convention. It was presented by Dan Nordquist from Washington State University , with support from Chris Hansen from UC Irvine. The proposal includes:

Membership i½ Developing a membership committee focused on encouraging and welcoming new members to Region VI

Volunteer i½ Developing a volunteer committee focused on developing a volunteer base for a variety of opportunities within the region

Regional leadership ¶ ½ Splitting the position of secretary/treasurer into two positions, one secretary and one treasurer. This would require a vote because it changes the by-laws. The concept will be presented to the membership for a vote soon.

Outstanding achievement award

A recommendation was made by a member that we find the documentation on outstanding achievement awards and activate that process. Dan Nordquist mentioned that guidelines were drafted for three awards. Gary Chaffins will form a committee to look at these awards and how we can actively use/promote them. Pam Webb volunteered participate.

Motion to Adjourn

Dick Seligman from California Institute of Technology moved to adjourn the meeting. Dan Nordquist from Washington State University seconded the motion.